King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 3 **Safety and Emergency Procedures**	
3.02.005, Employee Job Action Plan	Approved By:	Deputy Director Hikari Tamura
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Purpose
The purpose of this policy is to explain the nature and ramifications of an employee job action and the Department's response to such action.

Policy
It is the policy of this Department to maintain a high level of operational readiness and to have in place procedures that enable continued jail operations despite any organized employee job action.

References
Applicable Collective Bargaining Agreement
King County Personnel Guidelines
State of Washington Public Employment Relations Commission Regulations
DAJD Policy: 3.02.018, Jail Freeze and Lockdown

Definitions
Job Action: Any organized large-scale sick-out or work stoppage that could impact security or orderly jail operations.
Minimum Emergency Staffing Plan: The fewest number of posts that must be staffed to ensure safety and security during a job action.

A. Procedure
1. The Shift Commander shall:
   a. Notify the Facility Commander and Executive Duty Officer (EDO) once it is apparent that an employee job action is under way.
   b. If necessary, order staff in the jail to remain on duty.
   c. Order non-affected staff, regardless of job classification, to report for duty as necessary to ensure the jail's security and orderly operations.
   d. Document all refusals to return to work and any other pertinent information.
   e. If necessary, notify police agencies of the jail's status and assess the possibility of delaying the booking process or utilizing other facilities for the booking process and temporary housing.
   f. Assign reporting staff to essential posts as necessary to maintain security.
   g. If necessary, place essential posts on a lockdown status and staff with non-uniform personnel to carry out basic functions (i.e., security checks, headcounts and feeding via pass-throughs).

2. The Facility Commander shall:
   a. If necessary, institute a minimum emergency staffing plan and reduce the jail's operations to housing units and perimeter security.
   b. Utilize personnel from the non-affected facility, if only one facility is affected.
   c. If necessary, lockdown the jail, following Department policy 3.02.018, Jail Freeze and Lockdown, until essential posts are staffed.
   d. Order the jail to resume normal operations as soon as possible.
   e. Forward a complete report regarding the incident and any follow-up actions taken and/or in progress to the Director within two business days of the end of the job action.

B. Cessation of Adverse Employee Job Action

1. At the cessation of a job action, supplementary personnel will be released to report to regular duties.
2. The Facility Commander will commence appropriate disciplinary actions against any employees participating in the job action.

C. Failure to Report

The Facility Commander may initiate steps to impose disciplinary action up to and including termination for those employees who do not report to work on the instructions of supervisory personnel, under applicable collective bargaining agreements and in accordance with applicable laws and regulations.